



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Human Services

State Division / Office: Disability Determination Service (DDS)

Location of Internship: Lansing or Detroit

INTERNSHIP SCHEDULE

Internship Time Period: Summer (May - Aug) - 2013

Internship Hours Requested Per Week: 16-20

PREFERRED EDUCATION

Major / Minor: Web Design

Level of Education: Undergraduate

Preferred Skills / Qualifications:

- Some experience with web design preferred.

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Web Specialist Intern

Intern Responsibilities / Projects:

- Improve all aspects of the DDS web design to make it more user-friendly.
- Improve the word search capability of the web page.
- Improve navigation functionality throughout the website.

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).